

MADERA COUNTY

FIRE MARSHAL

DEFINITION

Under general direction, to be responsible for planning, directing, managing, and overseeing the programs, functions, and operations of the Fire Development Division of the Resource Management Agency; to perform complex technical and administrative work activities in accordance with the California Fire and Building Codes, National Fire Code, County Ordinance Code and other pertinent laws; to assist in the enforcement of local, state and federal regulations and laws pertaining to life safety and fire prevention; and to perform related duties as assigned.

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Fire Marshal is a single classification that serves at the pleasure of the Board of Supervisors and reports to the Resource Management Agency Director. The incumbent performs independent and responsible work in promoting and insuring life safety and fire prevention through inspection and enforcement. The Fire Marshal is a technical specialist in fire prevention and works with a high level of independence .

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

EXAMPLES OF DUTIES AND ESSENTIAL FUNCTIONS

Reviews complex plans and specifications for new buildings and fire suppression systems and conducts inspections of projects as necessary, including existing construction for conformance to fire safety codes and standards; oversees the daily administration, management and operations of the Fire Development Department; provides technical guidance and direction to others; investigates complaints from the public and answers questions relative to programs and activities or hazards and potential Code violations; assists with strategic planning and development of the Resource Management Agency's master plan; develops and implements policies and procedures for the Fire Development Division; prepares, administers and monitors a budget; develops fire loss risk management strategies for proposed buildings and projects; issues various permits administered under the authority of the Fire Development Department; monitors and interprets changes in California building and fire code requirements and ensures conformance with local regulations; serves as the Resource Management Agency's Safety Officer; confers with property owners, contractors, engineers, architects and

EXAMPLES OF DUTIES AND ESSENTIAL QUALIFICATIONS (continued)

others on fire protection requirements, applicable codes and recommendations; assists and trains others in the interpretation and enforcement of applicable laws and codes relating to Fire; prepares correction notices and issues citations when necessary; represents the Fire Development Department to the public, community organizations, and other government agencies in matters relating to fire suppression; performs general administrative work as required, and coordinates fire protection matters with other County departments or agencies.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods and techniques of fire prevention.
Pertinent federal, state and local laws, codes and regulations, including the National Fire Code, California Fire and Building Codes, and County Ordinance Codes.
Fire protection devices and systems.
Building and construction materials.
Computerized systems for maintaining data and preparing reports and correspondence.

Skill to:

Operate a motor vehicle safely.
Operate modern office equipment, including computer equipment.

Ability to:

Interpret, analyze and apply federal, state and local laws, codes and regulations, including the National Fire Code, California Fire and Building Codes, and County Ordinance Codes.
Develop and implement Division/Agency goals, objectives, policies, procedures and work standards.
Analyze complex problems, evaluate alternatives and make sound recommendations.
Select, train, supervise and evaluate the work of assigned staff.

Ability to: (continued)

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within established time limits.
Read and interpret building and construction plans, diagrams and specifications.
Prepare and administer a budget.
Establish and maintain effective working relationships with those contacted in the course of work.
Represent the County effectively in meetings with others and make presentations to various groups.
Prepare, verify, analyze and reconcile complex reports, records and recommendations.
Communicate clearly, both orally and in writing.
Perform required mathematical calculations with accuracy.
Establish and maintain accurate logs and records.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four (4) years of increasingly responsible fire prevention and/or fire suppression experience, preferably including lead or supervisory responsibilities.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university in Fire Science or a related field.

License/Certificate:

Possession of certification as a Fire Prevention Officer II from the California State Fire Marshal.
Possession of, or ability to obtain by date of appointment, a valid California Driver's License issued by the Department of Motor Vehicles and must present evidence of safe driving record.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 25 lbs;
exposure to outdoors; exposure to inclement weather; ability to travel to different sites
and locations.

Date: September, 2005